

UNITED STATES MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542-50001

BO 12630.4 Ch 1  
BMWR  
13 AUG 91

BASE ORDER 12630.4 Ch 1

From: Commanding General  
To: Distribution List

Subj: LEAVE TRANSFER PROGRAM FROM NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI)  
EMPLOYEES

Encl: (1) New page insert to the basic Order

1. Purpose. To transmit new page insert and to direct a pen change to the basic Order.

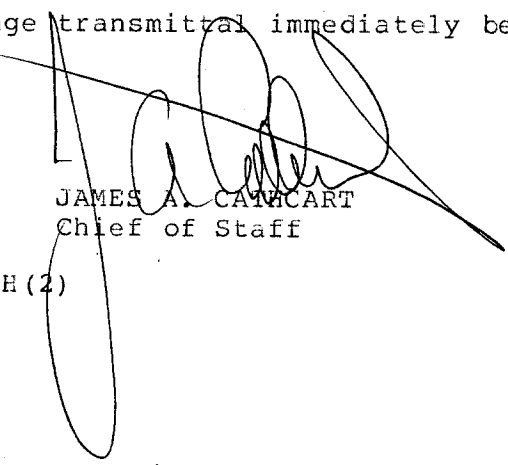
2. Action

a. Remove the letterhead page and page 2 of the basic Order and replace with corresponding pages contained in the enclosure.

b. On enclosure (1), page 1, paragraph 4b, line 3: delete the words "more than."

3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.



JAMES A. CATHCART  
Chief of Staff

DISTRIBUTION: N plus MWR(300)/HSVC(4)/BH(2)

UNITED STATE MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542-5001

BO 12630.4  
BMWR  
8 Aug 89

BASE ORDER 12630.4

From: Commanding General  
To: Distribution List

Subj: LEAVE TRANSFER PROGRAM FOR NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI)  
EMPLOYEES

Ref: (a) DOD Manual 1401.1-M

Encl: (1) Guidance on the Nonappropriated Fund Instrumentality Leave Transfer  
Program  
(2) Nonappropriated Fund Application to Become a Leave Recipient  
(3) Nonappropriated Fund Application to Become a Leave Donor

1. Purpose. To provide local policies and procedures for administering the Leave Transfer Program for Nonappropriated Fund Instrumentality (NAFI) employees as authorized by the reference.

2. Background. The Office of Personnel Management has established a leave transfer program that permits Federal employees to donate annual leave for use by other Federal employees for a medical or family emergency or other hardship. That program has been adapted for NAFI employees served by the Nonappropriated Fund Personnel Division.

3. Information. The leave transfer program procedures and guidance for NAFI employees are specified in enclosure (1). Enclosures (2) and (3) will be utilized as explained in enclosure (1) to apply for participation in the program.

a. All regular full-time and regular part-time employees who have credited annual leave may participate in the leave transfer program.

b. Leave transfer is the voluntary transfer of annual leave from one employee to another for a personal emergency.

c. A leave recipient is a current employee, affected by a personal emergency, for whom an application has been approved to receive annual leave from the leave accounts of one or more donors.

d. A leave donor is an employee whose voluntary written request has been approved for transferring his or her annual leave to the annual leave account of an approved leave recipient.

\* e. Personal emergency means a medical or family emergency, or other hardship situation, that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave. Normal maternity situations will not be deemed personal emergencies.

f. Annual leave may only be transferred to the annual leave accounts of leave recipients within the same employing NAFI unless the Nonappropriated Fund (NAF) Personnel Director determines that the amount of annual leave so transferred may not be sufficient to meet the needs of the leave recipient. The transfer of annual leave from leave donors outside the recipient's employing NAFI may be approved by the Commandant of the Marine Corps (Code MWP).

g. Leave donations from a leave donor who is not currently employed by DON is not permitted.

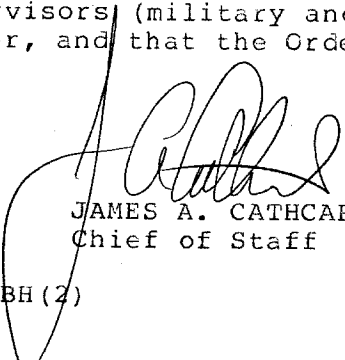
h. The minimum amount of leave which may be transferred is one hour. Leave that is transferred will be on an hour for hour basis.

i. The approval and use of transferred annual leave shall be subject to all of the conditions and requirements imposed by DOD, DON, and local regulations pertaining to annual leave, except that transferred annual leave may accumulate without regard to 240 hours limitation.

j. Employees may not donate annual leave to their immediate supervisors.

\* k. Income received from the use of donated annual leave is taxable to the leave recipient; the leave donor does not incur a deductible expense.

4. Action. All organizations serviced by the Nonappropriated Fund Personnel Office shall comply with the instructions contained in this Order. NAFI heads will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order, and that the Order is made available to employees upon request.



JAMES A. CATHCART  
Chief of Staff

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